



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 1600.1U
CS

NOV 27 2000

NAVENVIRHLTHCEN INSTRUCTION 1600.1U

Subj: DUTIES OF COMMAND WATCHSTANDERS

Ref: (a) OPNAVINST 3 120.32C
(b) NAVENVIRHLTHCENINST 5530.2C CH. 1

Encl: (1) NEHC Watchstander Personnel Qualification Standard

1. Purpose. To establish regulations for staff officers and enlisted personnel relative to watchstanding duties.

2. Cancellation. NAVENVIRHLTHCENINST 1600.1 T

3. Command Watchstanders.

a. Military watches are maintained to ensure continuity in accomplishing the mission objectives of the Navy Environmental Health Center.

b. All command military personnel will be assigned to stand watch as the Command Duty Officer (CDO), except officers in the grade of Lieutenant Commander and above and enlisted personnel E-S and above.

c. Watchstanders will stand assigned watches in a military manner consistent with references (a) and (b).

d. Watchstanders will not assume tasks which might detract from properly executing all assignments. Personnel not acting in the performance of duty, or in an otherwise official capacity, will remain clear of the reception area.

e. The Senior Watch Officer (SWO) will normally be the most senior officer in paygrade O-3 assigned. The SWO will serve as the watchbill coordinator. The SWO's responsibilities include:

(1) Submitting and maintaining the monthly watchbill and supernumerary list no later than the 20th of the preceding month.

(2) Ensuring the qualification of watchstanders through use of a Personnel Qualification Standard, enclosure (1).

(3) Maintaining the Command Watchstanders Handbook located in the reception area. The SWO will ensure that the handbook is reviewed and updated quarterly.

4. Duties and Responsibilities.

a. Tour of Duty. Duty hours are from 0800 to 0800. The **CDO** will be present at the command or immediately available by cellular telephone and pager at all times during the watch.

b. Colors. The off going **CDO** will hold morning colors at 0800 each workday. The **CDO** for that day will then hold evening colors at 1800 or sunset, whichever is earlier.

c. Telephone Watch. The **CDO** will maintain the telephone watch at the reception area from 0600 to 0800 and from 1600 until 1800. The **CDO** will activate the "call forwarding variable" button on the telephone each workday at 1800. The automated answering system must be checked for messages upon arrival each workday and at least twice daily on weekends and holidays.

d. Command Security. On normal workdays, the **CDO** will open the building at 0600 and secure the building at 1800. Access and egress to the building before 0600 and after 1800 will be limited to the front entrance only. Prior to securing, the **CDO** will:

- (1) Turn off all lights.
- (2) Turn off all copy machines.
- (3) Lock the vehicle compound,
- (4) Ensure all exterior doors are properly secured.
- (5) Activate the SONITROL security system.

e. After Hours Access. As a routine policy, there will be no admittance to the building after 1800 on weekdays and at any time on weekends. Exceptions may be made at the request of any Director, with approval of the Executive Officer, and notification of the **SWO** and **CDO** for that day(s). In the event that **after** hours building access is required, the **CDO** must be notified prior to building entry and again upon leaving the building. All personnel occupying the building after hours must sign in and out in the after hours log.

f. Chain of Notification. When circumstances require prompt action beyond the **CDO's** expertise or authority, professional opinion or command approval may be obtained by telephoning the following:

- (1) Senior Watch Officer
- (2) Executive Officer
- (3) Commanding Officer

g. Command Journal. The CDO is responsible for ensuring all required entries are placed in the Command Journal. All pertinent duties performed and events taking place during the watch must be duly recorded in sufficient detail to provide a complete and permanent historical record. Entries in the Command Journal must be printed in a neat, concise, and complete form. Entries for military personnel must include name, rate/rank, social security number, and branch of service. The CDO is also responsible for presenting the Command Journal to the Command Senior Chief who will forward it to the Executive Officer for review/signature at the end of each watch.

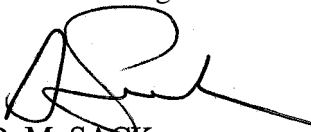
5. Scheduling and Relief.

a. The monthly CDO watchbill will be submitted by the SWO to the Executive Officer for review and approval. Watchstanders will be assigned on a rotational basis. "Roll-offs" are permitted at the discretion of the SWO as manpower permits.

b. Relief from a scheduled watch may be obtained for conflicts resulting from illness, convalescent leave, and emergency leave. In such cases, a supernumerary watchstander may be assigned by the SWO. A supernumerary list will be maintained by the SWO for this purpose. Once a watchstander has been used as a supernumerary, the watchstander's name will be moved to the bottom of the supernumerary list.

c. Leave requests on NAVCOMPT Form 3065(3C) must be submitted to the cognizant Director via the SWO and the appropriate chain-of-command. Members on leave or TAD for periods greater than 30 days will be removed from the watch rotation until their return if the SWO is notified by the 15th of the preceding month. For periods less than 30 days, members are responsible for finding their own relief when conflicts occur. Voluntary exchanges of duty must be reported to the SWO by E-mail.

d. All new watchstanders must stand a watch under instruction with an experienced CDO to become familiar with command watchstanding procedures and submit a completed Personnel Qualification Standard, enclosure (1), to the SWO prior to standing their first scheduled watch.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 52 15.2P)
Command Watchstanders
List I (Directors and Deputies)

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NEHC WATCHSTANDER PERSONNEL QUALIFICATION STANDARD

Watchstander's Name

Check-in-Date

First Duty Date

Required tasks (mentor sign and date when performed).

I. SECURITY

Make security rounds
Hardlock exterior doors
Activate security system
Disarm security system
Secure vehicle cage
Check GOV inventory
Secure coffee mess
Lock interior doors
Perform external rounds

II. MILITARY PROTOCOL

Hold morning colors
Hold evening colors
Fold national ensign

III. COMMUNICATIONS

Maintain logbook
Use telephone features
Make evening announcement
Use cellular phone
Use pager
Use recall bill
